

# Adult Learning

## Adult Learning Concession and Fees Policy 2024 to 2025 v1.1

### Change Log

v1.0	<ul style="list-style-type: none"><li>• First release.</li></ul>
V1.1	<ul style="list-style-type: none"><li>• Added further details within the Adult Skills Fund and Tailored Learning sections regarding the remission reason eligibility for learners declaring they are in receipt of other state benefits.</li></ul>

### Introduction

The following concession and fee policy must apply across all provision funded by Adult Learning.

Fee rates will not be set by subcontracted partners. The rates outlined below will be used by the MIS team when setting up courses on ProSolution and will be used for calculating and publishing course rates on the website and the brochures.

### Enrolment Form and Evidence of Remission

The enrolment form is a contract between the Learner, Adult Learning and the ESFA. In order to meet the funding and concession requirements the enrolment form must be completed fully and signed by the Learner and Provider. These must be original 'wet' or digitally timestamped signatures.

When signing the enrolment form the learner is declaring that they meet the criteria of the concession for which they are applying for. Please refer to the Adult Skills Fund funding rules for confirmation of the remissions which require evidence to be provided to the provider. By the provider signing the enrolment form, this confirms that the learner meets the funding criteria and fee remission evidence has been provided where required.

### Adult Skills Fund Provision up to Level 2 (or first Level 3 for 19 to 23 Year Olds and Free Courses for Jobs)

Eligible learners attending the following provision will be fully funded under the Adult Skills Fund policy:

- Legal Entitlement Qualifications
- Free Courses for Jobs



Working for Cumberland Council and  
Westmorland & Furness Council

Eligible learners who declare one or more of the following remission reasons will be fully funded under the Adult Skills Fund policy:

- Receive Jobseeker's Allowance (JSA), including National Insurance credits only
- Receive Employment and Support Allowance (ESA)
- Receive Universal Credit (UC), and your take-home pay as recorded on your UC statement (disregarding UC payments and other benefits) is less than £892 a month (sole benefit claim) or £1437 a month (joint benefit claim)
- Receive other state benefits and your take-home pay (disregarding UC payments and other benefits) is less than £892 a month (sole benefit claim) or £1437 a month (joint benefit claim)\*
- Unemployed, not receiving any benefits, want to be employed, and learning is directly relevant to your employment prospects.
- Earn below the £25,000 annual gross salary earnings threshold

\*Learners declaring the '*Receive other state benefits...*' remission reason are eligible if they self-declare to be in receipt of at least three of the following benefits:

- Attendance Allowance
- Bereavement Allowance (previously Widow's pension)
- Bereavement Support Payment
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Disability Living Allowance (DLA)
- Guardian's Allowance
- Housing Benefit
- Incapacity Benefit (from the 29th week you get it)
- Income Support
- Industrial Injuries Benefit
- Lump-sum bereavement payments
- Maternity Allowance
- Pension Credit
- Pensions paid by the Industrial Death Benefit Scheme
- Personal Independence Payment (PIP)
- Severe Disablement Allowance
- State Pension
- War Widow's Pension
- Widowed Parent's Allowance
- Winter Fuel Payments and Christmas Bonus
- Working Tax Credit

All other eligible learners will be co-funded under the Adult Skills Fund policy and a 100% concession will apply inclusive to 31 July 2025.

## Tailored Learning Provision

Eligible learners enrolling on Skills for Life and Empowering Communities, No Fee provision will be fully subsidised.

Eligible learners enrolling on Empowering Communities, Fee based provision who declare one of more of the following remission reasons will be part subsidised and required to pay a concessionary fee:

- Receive Jobseeker's Allowance (JSA), including National Insurance credits only
- Receive Employment and Support Allowance (ESA)
- Receive Universal Credit (UC), and your take-home pay as recorded on your UC statement (disregarding UC payments and other benefits) is less than £892 a month (sole benefit claim) or £1437 a month (joint benefit claim)
- Receive other state benefits and your take-home pay (disregarding UC payments and other benefits) is less than £892 a month (sole benefit claim) or £1437 a month (joint benefit claim)\*
- Unemployed, not receiving any benefits, want to be employed, and learning is directly relevant to your employment prospects.
- Earn below the £25,000 annual gross salary earnings threshold

\*Learners declaring the '*Receive other state benefits...*' remission reason are eligible if they self-declare to be in receipt of at least three of the following benefits:

- Attendance Allowance
- Bereavement Allowance (previously Widow's pension)
- Bereavement Support Payment
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Disability Living Allowance (DLA)
- Guardian's Allowance
- Housing Benefit
- Incapacity Benefit (from the 29th week you get it)
- Income Support
- Industrial Injuries Benefit
- Lump-sum bereavement payments
- Maternity Allowance
- Pension Credit
- Pensions paid by the Industrial Death Benefit Scheme
- Personal Independence Payment (PIP)
- Severe Disablement Allowance
- State Pension
- War Widow's Pension
- Widowed Parent's Allowance
- Winter Fuel Payments and Christmas Bonus
- Working Tax Credit

The concessionary fee rates are as follows:

<b>Mode of Attendance</b>	<b>Concessionary Fee Hourly Rate</b>
In Person	£3.00
Blended	£3.00
Online	£2.75
Flexible	£2.75

All other eligible learners enrolling on Empowering Communities, Fee based provision will be part subsidised and required to pay the following hourly rate:

<b>Mode of Attendance</b>	<b>Full Fee Hourly Rate</b>
In Person	£6.00
Blended	£6.00
Online	£5.50
Flexible	£5.50

### **Full Cost**

All learners will be required to pay the following hourly rate:

<b>Hourly Rate</b>
£8.50

### **Council Staff Discount**

Cumberland Council and Westmorland and Furness Council employees will be eligible to redeem a 15% discount for all fee-paying provision. The following restrictions will apply:

- The discount will be deducted from the tuition element only.
- The discount cannot be applied on top of existing fee reductions, including when applying for a remission.

### **Discount Codes**

Adult Learning may publicise special offers which can be redeemed at [adultlearning.org.uk](http://adultlearning.org.uk) by entering a discount code during enrolment which entitles the purchaser to a 15% discount. The following restrictions will apply:

- The discount will be deducted from the tuition element only.
- The discount cannot be applied on top of existing fee reductions, including when applying for a remission.